

Personal Services Questionnaire Form B

This questionnaire is to be completed by the individual providing personal services.
Please complete both sides of this form and forward to Procurement.

Name of Individual Providing Personal Services

	Yes	No
1. Do you offer your services to the general public?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you pay self-employment taxes, including FICA? Please provide your Taxpayer's Identification Number (TIN) _____ If you do not have a TIN, please provide your Social Security Number: _____	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>NOTE:</u> One of the above numbers must be provided in order for us to make payment on this contract.</p>		
3. Do you maintain an office staff?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are you listed in trade or professional directories and/or do you advertise in newspapers, magazines, trade journals, etc.?	<input type="checkbox"/>	<input type="checkbox"/>
5. Have you made a significant investment in facilities used in the performance of services for others? If "Yes," specify and give the amount of the investment _____	<input type="checkbox"/>	<input type="checkbox"/>
6. Will the services you provide be rendered personally?	<input type="checkbox"/>	<input type="checkbox"/>
7. Is it possible to suffer a loss as a result of services rendered? If "Yes," how? _____	<input type="checkbox"/>	<input type="checkbox"/>
8. Will you perform the work on ANL premises?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will you rely on ANL to furnish tools and materials?	<input type="checkbox"/>	<input type="checkbox"/>
10. Will you be working for others while under contract with ANL? How many hours per week do you expect to work for ANL? _____	<input type="checkbox"/>	<input type="checkbox"/>
11. Have you previously worked or are you currently working for Argonne National Laboratory?	<input type="checkbox"/>	<input type="checkbox"/>
As an employee	<input type="checkbox"/>	<input type="checkbox"/>
Under a personal services contract	<input type="checkbox"/>	<input type="checkbox"/>
Under a consulting contract	<input type="checkbox"/>	<input type="checkbox"/>
As an employee of another organization	<input type="checkbox"/>	<input type="checkbox"/>
12. Are you a U.S. Citizen or Permanent Resident?	<input type="checkbox"/>	<input type="checkbox"/>
If not, are you authorized to work in the U.S.?	<input type="checkbox"/>	<input type="checkbox"/>
If you are a Non-Citizen – Type of Visa held? _____		

In accordance with the Immigration Reform and Control Act of 1986, please provide documents that establish both identity and employment eligibility.

Acceptable documents

Any ONE document from List A

OR

Any TWO documents:

ONE from List B

AND

ONE from List C

List A

*Documents that Establish Both
Identity and Employment
Eligibility*

1. U.S. Passport (unexpired or expired)
2. Certificate of U.S. Citizenship (INS Form N-560 or N-561)
3. Certificate of Naturalization (INS Form N-550 or N-570)
4. Unexpired foreign passport, with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization
5. Alien Registration Receipt Card with photograph (INS Form I-151 or I-551)
6. Unexpired Temporary Resident Card (INS Form I-688)
7. Unexpired Employment Authorization Card (INS Form I-688A)
8. Unexpired Reentry Permit (INS Form I-327)
9. Unexpired Refugee Travel Document (INS Form I-571)
10. Unexpired Employment Authorization Document issued by INS which contains a photograph (INS Form I-688B)

List B

Documents that Establish Identity

1. Driver's license or ID card issued by a state or outlying possession of the U.S. provided it contains a photograph or info. such as name, date of birth, sex, height, eye color, and address
2. ID card issued by federal, state or local government agencies or entities provided it contains a photograph or info. such as name, date of birth, sex, height, eye color, and address
3. School ID card with a photograph
4. Voter's registration card
5. U.S. Military card or draft record
6. Military dependent's ID card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver's license issued by a Canadian government authority
10. School record or report card
11. Clinic, doctor, or hospital record
12. Day-care or nursery school record

List C

*Documents that Establish
Employment Eligibility*

1. U.S. social security card issued by the Social Security Administration (other than a card stating it is not valid for employment)
2. Certification of Birth Abroad issued by the Dept. of State (Form FS-545 or Form DS-1350)
3. Original or certified copy of a birth certificate issued by a state, county, or municipal authority or outlying possession of the U.S. bearing an official seal
4. Native American tribal document
5. U.S. Citizen ID Card (INS Form I-197)
6. ID Card for use of Resident Citizen in the United States
7. Unexpired employment authorization document issued by the INS (other than those listed under List A)

NOTE: Copies of acceptable documents must be provided in order for us to proceed with any further processing.

Individual's Signature/Date